*Note - even if a question was addressed to a specific discipline, if it was clearly applicable to all submissions, it was recategorized as "General." All firms are encouraged to review not only the responses to the discipline your firm submitted a question to, but also the section for General questions and responses.

Discipline	Question	Response
General	Given the requested reports are very large files, what will be the most efficient way to include them with the submittal? (separate zip files, eFTP, etc.)	All proposals must be submitted digitally via email. No hard copy submissions, USB drives, or CDs will be accepted. If your submission is greater than 20MB, please zip the file before attaching it to your email transmittal. If, even after zipping the file, the file is still too large to email, multiple emails for a single submission will be permitted as long as the subject line of the email clearly notes "Email x of y for Firm Name Submittal to Discipline" - (e.g. Email 1 of 3 for ABC Firm Submittal to Archaeology).
General	Are electronic signatures acceptable in light of ongoing work from home situation due to COVID-19?	Yes, electronic signatures are acceptable.
General	Can TDOT provide us with a list of firms that were shortlisted for the Part II proposal for [each/any discipline]?	Such documentation will remain confidential until selection is complete and contracts are awarded.
General	In the Part I Request for LOIs, TDOT asked consultants planning to prime the contract if any sub-consultants are anticipated to perform a portion of the work and indicate the scope of services anticipated to be completed by any sub-consultant(s). If a firm did not state that they might use a subconsultant in the LOI, does this now prohibit the prime from adding a subconsultant to their proposal?	Firms may note additional sub-consultants in the Phase 2 submittal that were not otherwise noted in Phase 1. However, pursuant to the transmittal letter instructions *Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.*
General - Conflict of Interest	What form do you want the Conflict of Interest Disclosure Statement to be submitted? Is this just a statement that we no personnel which have a conflict of interest with TDOT and put this on our letterhead?	For each discipline for which a firm submits a proposal, the firm should complete and submit Appendix #3 TDOT Policy 101-05 Personal and Organizational Conflicts of Interest in Procurements, Contract Administration, and Program Administration. A copy of the policy can be found on the Environmental Division Website under Current Contract Opportunities: https://www.tn.gov/tdot/environmental-home/business-office/current-contract-opportunities.html
General - Conflict of Interest	Where can the requested Conflict of Interest Disclosure Statement be found? The link provided states that the "page was not found".	The link on the TDOT Environmental Division Current Contract Opportunities page is active and functioning - https://www.tn.gov/tdot/environmental-home/business-office/current-contract-opportunities.html. Recommend ensuring your browser is up to date or trying a different browser.
General - DBE	In Section C. (Proposed Team) is the contractor required to use a DBE, MBE, or WBE, or can the contractor use a non-DBE subcontractor that better suits the needs of specific services?	No, the contractor is not required to use a DBE, MBE, or WBE. The contractor can use a non-DBE subcontractor that best suits the needs of specific services.
General - DBE	Just to confirm, there is not small business requirement, correct?	Correct, there is not a small business requirement.
Air & Noise	In bullet point A.1. of the Air Quality & Noise Services Additional Requirements memo, please clarify what "ONLY" means in the first sentence. Is TDOT looking for firms to show their full depth of resources available in the proposal, or a smaller team of approximately 5 or less staff that will be assigned to TDOT projects if selected for the on-call contract?	ONLY means provide information for the staff that will be (or likely to be) assigned to TDOT projects for this on-call contract.
Archaeology	For the Phase II component, may we continue to build our project team with sub-consultants for services that were not identified in the Phase I submittal?	Yes, you may continue to build our project team with sub-consultants for services that were not identified in the Phase I submittal;
Archaeology	Regarding Section A.1.e.iv., is Southern West Virginia considered to be within the mid-South geographic region?	No, for the purpose of this proposal, Southern West Virginia is not considered to be within the mid-South geographic region;
Archaeology	Regarding Section D, do we need to specify the TDOT office locations where dedicated staff would be available for long-term assignment?	No, you do not need to specify the TDOT office locations where dedicated staff would be available for long-term assignment;
Archaeology	Regarding section B.1, does TDOT require any professional certifications to conduct photogrammetry as part of archaeological projects?	No, TDOT does not require professional certifications to conduct photogrammetry.
Archaeology	How much underwater archaeology work is anticipated with upcoming contract?	We do not anticipate any underwater archaeology assignments during the term of the upcoming contracts. However, we cannot rule out the potential for such assignments at any time, particularly with regard to projects that intersect larger waterways and USACE/TVA reservoirs;

Discipline	Question	Response
Archaeology	Under Subject Matter Expertise, it is requested that we are to provide evidence of "formal training" in various areas of expertise. What types of evidence is/are considered to be indicative of "formal training?	We do not request evidence of formal training - we request that firms "briefly note relevant formal training completed by staff...". Any level of training obtained through an academic institution, government organization (e.g., ACHP), professional organization (e.g., SAA, SHA), business enterprise (e.g., ESRI), etc. definitely qualifies as "formal training". If your firm/staff have credentials that might qualify as "formal training" but are not from an entity mentioned here, then feel free to list as formal training. Firms do not need to provide diplomas, certificates, or other evidence to support training, simply note;
Archaeology	Archaeology Section II. A.2 Subject Matter Expertise requests firm/staff note any formal training per the required subject matter topics. Will the Department accept on-the-job training and/or existing professional experience as an approved form of formal training?	Although we recognize and fully appreciate the value of practical experience, we do not consider on-the-job-training and/or existing professional experience as formal training. An exception would be for on-the-job training that is provided by an instructor who is certified, accredited, etc. If you feel the experience qualifies as formal training, then we encourage you to note as appropriate on the same table.
Archaeology	Archaeology Section II A.1 Staff Qualifications and Credentials requests the highest graduate degree information for each Principal Investigator and Field Director. Per the TN-SHPO Standards and Guidelines for Phase I surveys, the Field Director is not required to have a graduate degree. Will the Department accept Field Directors that meet the TN-SHPO Standards and Guidelines for Phase I surveys or is a graduate degree required for the archaeology Field Director position?	TDOT's requirements for Field Directors on phase I survey are slightly more stringent than the TN-SHPO minimal requirements. TDOT will accept Field Directors (aka, Archaeologist in Direct Charge or Project Director) that do not hold graduate degrees on a case by case basis. Lack of academic credentials will likely not be an issue if proposed Field Directors meet the minimal qualifications established in the TN-SHPO Standards & Guidelines and have formal training (e.g., undergraduate degree) as well as considerable experience in archaeological theory, methods, analysis, and reporting.
Ecology	The DT-0330 Part II Additional Requirements- Clarification on Responses to Section E - The DT-0330 resumes are one page resumes. Can we add additional pages and number the projects beyond the final project (e.) of the first page or does the three page limit pertain to the supplemental resumes normally located in the appendix? If DT-0330 resumes are allowed to be extended, does this preclude/prohibit the use of 3 page standard resumes as an attachment?	The DT-0330 Section E resumes should remain at the one page limit. The supplemental resumes included in the appendix are limited to 3 pages.
Ecology	The DT-0330 Part II Additional Requirements- Clarification on Responses to Section F. - This seems to be a check of Section F with no written response required. Are there no other lists of projects or project descriptions beyond the DT-0330 required?	Clarification to Section F is to give guidance on the breakdown of project types that will be used in the evaluation of Section F.
Hazardous Materials	Section H of Form DT-0330 says to "provide a copy of TDOT's overhead approval letter for the firm and for each sub-consultant. We have assumed that "sub-consultant" does not include the subcontractors we would like to use that we have listed in Section C. Is this a correct assumption?	Yes, that is a correct assumption. Direct cost subcontractors such as labs, drillers, and remedial firms are not invoiced as "sub-consultants."
Hazardous Materials	Is assessment for lead-based paint part of the scope of work for these projects?	No
Hazardous Materials	Does this contract cover the entire state, or only specific TDOT regions?	The entire state
Landscape/ODA	Can you please confirm that Item 11 is meant to read Project Consultant Engineering and Inspection as written and not Project Construction Engineering and Inspection.	Yes, you are reading item 11 correctly, it is "Project Consultant Engineering and Inspection"
Mitigation	Would you like resumes in addition to the 330 resumes or will the resumes in section E meet this requirement?	Yes, additional resumes are requested, as detailed in #1 of the Part II Additional Requirements document.
Mitigation	In the Table in Section 2, for Items #9 - #26 do you want to see a "yes or no" or do you want "the number of years of experience" with each item?	Please provide number of years of experience for Items #9 - #26.
Mitigation	For the Mitigation Additional Requirements, Question 2, Table Item 24, would an equivalent from another state be considered responsive?	Yes, data collection and analysis using TN Stream Quantification Tool can also include similar stream quantification tools used in other states.
Mitigation	For the Mitigation Additional Requirements, Question 2, Table Item 18, will acquisition of permits in other states be considered responsive?	Responses can note acquisition of permits from TDEC or USACE Nashville/Memphis districts for projects that required mitigation, as well as those from other state water quality agency(ies) equivalent to TDEC.
Mitigation	For the Mitigation Additional Requirements, Question 2, Table Item 14, will mitigation projects completed for other state DOTs be considered responsive?	Yes, responses to this item can include mitigation projects completed for TDOT, and can also include for other DOTs

Discipline	Question	Response
NEPA	In past on-call advertisements, subconsultant information was required in DT-330 Part II- Section C, Section D and Section E. Per NEPA-11, it appears resumes for subconsultants are not required in Section E. Please confirm if no resumes are required for subconsultants in Section E. In addition, is subconsultant information required to be incorporated into responses for Sections C and D of the DT-330 Part II?	The current DT-0330 form does note the inclusion of sub-consultants in Section C and infers it for Section D. Pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant, and therefore, Section E need only include resumes for the Prime.
NEPA	Can you please provide clarity on the information requested in the NEPA-4 item below: a. "To complete this NEPA 4 response, create another table that integrates the information generated in response to Section G with the following additional information: • name(s) of current firm employee(s) that provided services related to the development of the environmental document" b. Is this a separate page for each resume in Section E or is one table with all personnel/required information sufficient?	NEPA-4 anticipates one table with all personnel and required information. It also provides clarification on how to respond to Section G, which anticipates one table in response to that section.
NEPA	Based on our previous experience compiling this proposal, would you consider adding an additional page to the page limit to fit the requested information?	Please still limit the response to Section G to 1 page for the requested table, and limit the response to this NEPA 4 to 1 additional page for this additional requested table. To better fit the information on one page for NEPA-4, firms should focus on current, in-house, full-time employees that have provided NEPA specific functions for the selected projects (i.e. not engineering or technical studies). While the table responding to Section G should follow the formatting outlined in the DT-0330, the format for the table responding to NEPA-4 need not follow the same format, but should still clearly and succinctly convey all requested information.
NEPA	NEPA-5: Would subconsultants need to be incorporated into the table for technical areas that they will be charged with covering under a NEPA document (i.e. Technical Studies- Section 106)?	Evaluations of submittals will focus on the Prime Consultant's strengths in NEPA coordination and documentation. Demonstration of the Prime's or a sub-consultant's capabilities in a component part (such as technical studies) can be included, but is not required.
NEPA	NEPA #2- Referencing Section E of the DT-0330, second bullet - "Only provide forms for individuals employed by the prime" Please clarify, TDOT does not want the subs resumes included in DT-0330 or any other location in the proposal?	The current DT-0330 form does note the inclusion of sub-consultants in Section C and infers it for Section D. Section H requires that for any listed sub-consultants, a letter from that sub-consultant confirming availability of staff and agreeing to act as a sub-consultant must be included. Information on sub-consultants can be included in other sections; however, pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant. Therefore, Section E need only include resumes for the Prime.
NEPA	NEPA #2-4th Bullet - It states "ensure the projects referenced are linear transportation projects which the individual provided services within the past 3 years" We are allowed to include EAs and EISs in Section G from the past 6 years, shouldn't we be able to include those projects in Section E?	For resumes provided in Section E, EA and EIS level projects on which the employee has worked within the past 6 years can be included.
NEPA	NEPA #3-First bullet says, "Example projects should reflect the work of the prime." The second bullet says, "an employee's work at a previous firm may be included, but must be specifically noted as such." These bullets seem to contradict each other. May we included an employees work at a previous firm?	"Work of the prime" is considered to be work completed by current, in-house, full-time employees of the prime consultant, whether that work was completed while working at the prime or at a previous employer. Submittals should not include project examples completed by former employees; only current, in-house, full-time employees.

Discipline	Question	Response
NEPA	NEPA #3-The second bullet request up to 20 Section F DT-330 forms to be added for 4 documents types as follows: CEs, EAs, EISs, and Reevaluations of EAs and EIS. It request 5 examples from each category. There have been very few EAs and EISs being prepared by TDOT/Local governments in the past few years. However 75% (15 projects examples) of the project pages requested to be provided by the consultant must come from those project types. Is this a correct interpretation of this statement?	Firms should provide up to 5 for each document type noted in the question, for up to 20 total Section F pages.
NEPA	NEPA #4-The first sentence says to choose up to 20 projects referenced in Section F. Based on the criteria (5 from each category) above in Section E, many consultants will not have 20 projects. Is there a penalty for not providing 20 projects?	Firms are asked to provide up to 20 projects for NEPA-4. No penalty is applied for not providing 20 projects.
NEPA	Please clarify the statement provided in NEPA Section 2, Qualifications regarding the item page limit, "*Note - response to this NEPA 2 will not generate a separate page for inclusion in your Section I. Your Proposal Page # reference should be to your Section E, as this NEPA 2 anticipates changes to how you respond to that section. If the separate single page attachment is warranted (as noted above), it should be included with the relevant page in Section E." How many pages can be included in NEPA 2?	NEPA-2 clarifies how firms should respond to Section E. It places a standard 1 page limit on each Section E resume submitted, but notes that if the inclusion of the additional information requested in NEPA-2 cannot be accommodated within the spaces provided in Section E, a separate single page attachment may be included - extending the maximum page limit for NEPA-2 to 2 pages per Section E resume submitted.
NEPA	Per the RFP, Section II, NEPA 3 requests prime consultants provide five linear project examples for the following categories: CE (within past three years); EA (within past six years); EIS (within past six years); Reevaluation of EA or EIS (within the past six years). Will the Department accept FONSI's performed within the past six years to meet the EA's category requirements? Similarly, for the EIS requirement, will ROD's performed within the past six years qualify?	Since a FONSI is the decision document for an EA, and a ROD is the decision document for an EIS, and both are relevant to the status of the document's development, yes, these would be considered responsive. However, "start date of the NEPA process" should be for the overall NEPA documentation process, and not just for the component part (i.e. the FEIS, the FONSI, the ROD) that the firm may be referencing for their own involvement.
NEPA	Per NEPA Section II, are the NEPA 1 requirements intended for the Prime's key personnel based on the RFP definition of key personnel identified in NEPA Section I.E or all identified personnel that will perform services on the contract?	NEPA - 1 should focus on "key personnel." NEPA-2 clarifies how firms should respond to Section E of the DT-0330 to further define what could be classified as "key personnel." Also, pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant. Sub-consultants can be included, but are not required.
NEPA	Per NEPA Section II, are the NEPA 2 requirements intended for the Prime's key personnel based on the RFP definition of key personnel identified in NEPA Section I.E or all identified personnel that will perform services on the contract?	NEPA-2 should focus on "key personnel." NEPA-2 clarifies how firms should respond to Section E of the DT-0330 to further define what could be classified as "key personnel." Also, pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant. Sub-consultants can be included, but are not required.
NEPA	Per NEPA Section II, are the NEPA 5 requirements intended for the Prime's key personnel based on the RFP definition of key personnel identified in NEPA Section I.E or all identified personnel that will perform services on the contract?	NEPA-5 should focus on "key personnel." NEPA-2 clarifies how firms should respond to Section E of the DT-0330 to further define what could be classified as "key personnel." Also, pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant. Sub-consultants can be included, but are not required.
NEPA	In preparing the shortlist proposals (DT-0330 Part II), the instructions for Section I, I see instructions that "Each submittal must provide the information and documentation as specified below noting for each the associated "item references" shown in the second column below. Each firm must also detail the proposal page number for each item in the appropriate space below. Failure to follow instructions and to complete answers within the formats described may result in firm's disqualification from consideration. Page limits noted in the page limit column below are firm. " I understand the requirements to answer the questions for each discipline. However, may we include additional information (firm info, experience, etc.) in addition to the allotted page limits for Section I?	Form submittal references Mitigation, but based on the language in the question, it appears this is actually directed at NEPA. Therefore, the response is based on a review of this question related to the NEPA Additional Requirements document. Please adhere to specified page limits. Information provided beyond a set page limit will not be evaluated.

Discipline	Question	Response
NEPA	NEPA #11-Clearly indicate which components of the environmental document will be handled by a subcontractor. In previous submittals we have been required to provide resumes and a teaming agreement for each subconsultant. Is that not required for this submittal?	All Sections of the DT-0330 are still required. The current DT-0330 form does note the inclusion of sub-consultants in Section C and infers it for Section D. Section H requires that for any listed sub-consultants, a letter from that sub-consultant confirming availability of staff and agreeing to act as a sub-consultant must be included. Information on sub-consultants can be included in other sections; however, pursuant to the transmittal letter instructions (Phase 2 Evaluations for each discipline shall be of the Prime Consultant only, unless specifically stated otherwise within that discipline's Request for Additional Information.) evaluations will only be based on information submitted that relates to the Prime Consultant.
Permitting	Please confirm that we do not need to include copies of each degree(s), license(s) & certification(s) listed in the appendix. This information is only requested to be provided in a table format.	That is correct.
Permitting	Please clarify the statement that "Phase 2 Evaluations for each discipline shall be of the Prime Consultant only." Does that refer to DT-0330 Part II form? It would appear as though the way it is written that we should not list sub-consultants. Is that the intent? Please clarify.	Information on the sub consultants can be provided, but will not be scored.
Permitting	For the requested Staff and Experience tables and Technology discussion, the request was to include these items in the beginning of the proposal. Where should this information be included in the DT-330 Part II format? Should these items be included with the Cover Letter, or should these items be included with the DT-330 format in Section I (Additional Information)?	Please include this information directly after the cover letter.
Permitting	Is the requested appendix for resumes the same as the DT-330 Section E for resumes, or is this appendix a separate requested item?	This appendix would be a separate requested item.
Permitting	The requested resumes need to include relevant past employment history with start and end dates. Should this past employment history be included in DT-330 resume format Item 18 (Other Professional Qualifications), or in another specified location?	This information should be included on the resume, as referenced in the above question. It should be provided in a separate appendix.
Permitting	The requested summary statement is to include two (2) pages or less. Should this summary statement be included in Section I with additional pages allowed in Section I to address other relevant requested items (for example, the Technology capabilities discussion)?	That is correct. The summary statement itself is limited to two pages or less and it should be included in the information directly after the cover letter.